



DEPARTMENT OF THE NAVY  
NAVY RECRUITING COMMAND  
5722 INTEGRITY DR.  
MILLINGTON, TN 38054-5057

Canc frp: Jan 11

COMNAVCRUITCOMNOTE 12450  
N12

23 Aug 2010

COMNAVCRUITCOM NOTICE 12450

From: Commander, Navy Recruiting Command

Subj: NOTICE OF MODIFIED PROCESS TO COMPLETE FY10 NATIONAL  
SECURITY PERSONNEL SYSTEM (NSPS) AND DEPARTMENT OF THE  
NAVY (DON) INTERIM PERFORMANCE MANAGEMENT SYSTEM (IPMS)  
ACTIONS

Ref: (a) DoD NSPS Transition Ofc Memo of 22 Jul 10  
(b) COMNAVCRUITCOMINST 12450.2

1. Purpose. To communicate Navy Recruiting Command's  
(NAVCRUITCOM's) plan to complete our FY10 NSPS and IPMS  
performance reviews and follow-up reporting.

2. Background. Reference (a) communicates a requirement for  
commands to complete all NSPS performance management actions No  
Later Than (NLT) 90 days after we convert our civilian employees  
from the NSPS to the General Schedule (GS). Based on  
NAVCRUITCOM's conversion date of 15 August 2010, we must  
complete our pay pool and rewards processes NLT 13 November  
2010.

3. Action. The NSPS policy and business rules in reference (b)  
remain valid with the following modifications and additions:

a. NAVCRUITCOM's Pay Pool Panels (PPP) will also serve as  
IPMS Performance Awards Review Boards (PARB).

b. NSPS employees transitioning to GS effective 15 August  
2010 are entitled to FY10 NSPS ratings of record.

c. Pay pool "shares" will not be awarded.

d. An employee who receives a Level 3 (Valued Performer) or  
higher NSPS rating of record will be eligible for an IPMS  
reward. An IPMS reward will typically be a one-time cash bonus  
based on a percentage of the employee's base salary.

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e. Level 5 (Role Model) performers will also be eligible for a Quality Step Increase (QSI) if approved by the PARB. A QSI is an accelerated GS step increase.

f. Rewards are neither mandatory or guaranteed; however, if the PARB grants a reward to an employee, the reward percentage must be consistent with DoN policy.

g. All employees will receive the January general pay increase regardless of their rating of record.

h. NSPS rating reconsideration requests cannot be considered. An employee can challenge a rating of record or an individual job objective rating by filing an administrative grievance.

i. Receipt, non-receipt, or the amount of a reward are not subject to grievance.

4. Remaining FY10 NSPS performance management dates and events are as follows:

Due Date	Event
12 Aug 10	All NSPS performance appraisals with Rating Official assessments, recommended ratings, and Higher Level Reviewer (HLR) approval due to Pay Pool Manager (PPM) in the Performance Appraisal Application (PAA)
13 Aug 10	ROs discuss NSPS performance with employees
14 Aug 10	End of FY10 NSPS performance cycle
15 Aug 10	Start of FY11 IPMS performance period for non-bargaining unit employees converting to the GS on 15 Aug 10
4-8 Oct 10	HQ pay pool panel meeting
12-15 Oct 10	Region West pay pool panel meeting
18-22 Oct 10	Region East pay pool panel meeting
30 Oct 10	ROs must edit FY10 performance assessments in the PAA per pay pool panel feedback
2-3 Nov 10	Employee rating and reward notices generated/distributed to Department, Region, District leadership
3-13 Nov 10	ROs discuss approved ratings and rewards with each employee and provide employee a copy of their completed appraisal and reward notice

13 Nov 10	Earliest date a grievance can be filed to challenge an NSPS performance rating
2 Jan 11	Effective date of IPMS performance rewards

5. Remaining FY10 IPMS performance management dates and events are as follows:

30 Sep 10	End of FY10 IPMS performance period for non-bargaining unit employees hired, promoted, reassigned or converted to a GS position between 1 Mar 10 - 30 Jun 10
1 Oct 10	Employees must create and submit an IPMS annual self assessment to their RO
1 Oct 10	Start of FY11 IPMS performance period for employees hired, promoted, reassigned or converted to a GS position between 1 Mar 10 - 30 Jun 10
13 Oct 10	ROs create and submit annual IPMS assessments, and recommended ratings and rewards to Senior Rating Officials (SRO)
20 Oct 10	SROs review RO recommendations, determine/approve final ratings of record, and submit completed appraisals with reward recommendations to N12
21-29 Oct 10	PARB reviews/decides rewards
2-3 Nov 10	Employee reward notices generated/distributed to Department and District leadership
3 Nov - 14 Dec 10	ROs discuss approved ratings and rewards with each employee and provide employee a copy of their completed appraisal and reward notice
NLT 15 calendar days	Employee must file a grievance to challenge an individual IPMS critical element rating or rating of record NLT 15 calendar days after being notified of ratings and reward by RO
2 Jan 11	Effective date of IPMS performance rewards

## 6. Pay Pool Structure

a. NAVCRUITCOM employees are divided into three pay pools:

(1) NAVCRUITCOM Headquarters (HQ), Region East (RE) and Region West (RW) Headquarters

(2) RE Navy Recruiting Districts

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(3) RW Navy Recruiting Districts

b. The Commander, Navy Recruiting Command will serve as the Performance Review Authority (PRA) for all three pay pools.

c. RDML Robin Graf, NAVCRUITCOM Deputy Commander, will serve as the HQ Pay Pool Manager (PPM).

d. CAPT Tim Pangonas, Region East Commander, will remain the Region East PPM. However, CDR Doug Barnard, Region East OPO, will serve as the Alternate PPM.

e. CAPT Yolanda Reagans, Region West Commander, will serve as the Region West PPM.

f. The following individuals will serve on the HQ pay pool panel:

Mr. Jim Blum, N4  
Mr. Lloyd Callis, N5  
Mr. Kevin Sullivan N6  
Ms. Karen Marcotte, N8 (as needed)  
Mr. Roberto Chang, N1 (as needed)  
Ms. Kimberley Williams, N7 (as needed)

g. The following individuals will serve on the RW pay pool panel:

CDR Carla Blair, NAVCRUITDIST Dallas CO  
CDR Chris Collins, NAVCRUITDIST Los Angeles CO  
LCDR Daisy Luttrell, RW CSO  
Ms. Sonia Derr, NAVCRUITDIST Minneapolis EPDS  
Mr. Mark Wynes, NAVCRUITDIST St Louis EPDS

h. The following individuals will serve on the RE pay pool panel:

CDR Susanne McNinch, NAVCRUITDIST New York CO  
CDR Peter Egeli, NAVCRUITDIST Michigan XO  
LCDR Alyce Campbell, RE CSO  
Ms. Jan Nightingale, NAVCRUITDIST Richmond EPDS  
Mr. Randy Capes, NAVCRUITDIST New Orleans EPDS

7. Department Directors and Special Assistants. Ensure widest dissemination and staff familiarity with this notice.

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8. Direct questions about this notice to Ms. Sharon Cummings, Performance Management Advisor, at (901) 874-9013.

9. Cancellation. When all FY10 NSPS and IPMS performance management actions have been completed.

/s/

R. L. GRAF

Deputy

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